



EXERCISE 10: MANUAL EVENT (PRN) - ENROLLING IN BENEFITS AFTER FIRST PAYROLL HAS BEEN PROCESSED, BUT WITHIN THE 31 DAY ENROLLMENT PERIOD

In this exercise, you will process an individual who was not able to get the necessary paperwork back to you before it was necessary to close out payroll. This event deviates from other Ben Admin events because there will be no Job action to trigger an event. You will have to manually insert an event into the Manual Events table so it can be processed properly.

STEP 1: INSERT PRN EVENT INTO MANUAL EVENTS

Navigation: Benefits>Manage Automated Enrollment>Events>HE/State Manual Events

1. Enter Emplid of employee and hit Search button at the bottom of the page.
2. Action Source will fill in to read "Manual". Be sure to enter Hire Date as the Event Date.
3. Enter PRN (as needed enrollments) as BAS Action or select it from the look up feature.
4. The rest of the fields will default in with the appropriate information – they should not be changed.
5. Save this screen.

STEP 2: ASSIGN EVENTS TO A SCHEDULE

1. This is an automated activity.
2. Scheduling will occur on the hour and the half hour, 24 hours per day, 7 days per week.

STEP 3: VERIFY SCHEDULE AND PROGRAM ASSIGNMENT

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a PRN event, enter PRN in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. Validate the schedule assigned. It should be:
 - a. First 3 numbers of the Business Unit followed by EM, if you are a State Agency (e.g., 110EM)
 - b. For Business Units 110, 325 and 530 schedule will be first 3 numbers of the Department.
4. Validate Process Status. It should be Program Assigned (AS).
5. Validate Benefit Program assignment (PGM) (for example, if it is a permanent employee SA1, temporary employee SA3).



STEP 4: PREPARE OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID.
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only".
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Control" to take you back to Ben Admin.

STEP 5: VERIFY PREPARE OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a PRN event, enter PRN in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. The Process Status for your PRN event should now be Prepared (PR). This means that benefits can now be elected.

STEP 6: ELECT OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry

1. As you will have already run an enrollment statement during the Hire process, it is not necessary to do so again. Enter your Schedule ID.
2. Enter the Emplid of your PRN and press Search.
3. This will take you to the Option Election page. Enter the Option Code for each of the plan types that you will be enrolling the employee into, or use the look-up to find the appropriate option. The rest of the plan types will default to what the employee currently has. Make sure to enter coverage amounts for the Life, Savings, and FSA plans.
4. If you choose other than Single coverage for the Health Plan Types, you can go to the Dependents/Beneficiaries tab and add/enroll dependents.
5. After you have finished with your elections, make sure to press Save.
6. The event Process Status will now change to Entered (ET).



STEP 7: FINALIZE/ENROLL

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID.
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only".
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Control" to take you back to Ben Admin.

STEP 8: VERIFY FINALIZED EVENT

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls Update, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a PRN event, enter PRN in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. The Process Status for your PRN event should now be Finalized/Enrolled (FE) and the Event Status is Closed.
4. If you have a Process Status of Elect Error (EE), you will need to view Messages to see what the problem is:

Navigation: Benefits>Manage Automated Enrollment>Review Processing Results>Processing Messages

5. If there is an Election Error, you will need to correct the error by going back to the Election Entry page. Once you fix the problem, you will need to rerun the Ben Admin process by going back to Run Automated Event Processing.
6. If you have no errors, and the event is closed, then the employee is enrolled in the benefit plan(s).



STEP 9: VERIFY BENEFIT PLAN ENROLLMENT

Navigation: Benefits>Enroll in Benefits>Savings Plans

1. The purpose of this step is to verify that the employee is enrolled into the benefit plan(s). You will not change anything here.
2. For each of the plan types where there was an election, you should see an enrollment record.
3. Plan type
4. Coverage begin date = Month begin after the hire date.
5. Deduction begin date = Pay period begin of current pay period.
6. Coverage Election = Elect
7. Benefit Plan = Plan elected
8. Coverage Code = Coverage elected
9. Amounts for Life, Savings, or FSA will be the amounts elected.
10. Enrolled dependents where appropriate.

Questions or problems, contact the ITD Service Desk at 328-4470 or itdservicedesk@nd.gov